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P-2344 C

P-2344 Deferments or Modifications (Continued)

C. General Deferment/Modification Procedures

a. Determining if a Deferment/Modification is Appropriate

1. Case Manager assesses participant's barriers to work. If those barriers are sufficient to prevent work or limit work hours, a deferment or modification may be granted.
2. Verify need for deferment/modification:
 - i. Needed in the Home
 - (1) Consider this deferment if participant has a seriously ill or incapacitated family member in the home, and cannot work because of caring for this individual
 - (2) Enter "Completing Needed in Home Paperwork" on FDP with a due date 12 days from when the request is made
 - (3) On the WORK panel, enter "01" for the participation code
 - (4) Have participant complete forms 210NH and 210CS
 - (5) Instruct the participant that a physician treating the ill or incapacitated family member must complete form 210NMR
 - (6) When all forms are complete, review with team leader
 - (7) Scan forms to central office MRT
 - (8) Grant or deny:
 - If deferment is granted, set review to date recommended by MRT; or
 - If paperwork is not returned by due date on FDP, or if MRT denied, the participant must meet the work requirement.
 - ii. Young Child Deferment
 - (1) Determine if the participant has a child under the age of 24 months. If not, the participant is not eligible for this deferment.
 - (2) If the participant has a child less than 24 months and requests a deferment, go to PERS D HIST, scroll down to WIN History.
 - (3) Count all months (including partial months) in codes 30, 31, 45, 46
 - Print pages from WIN history and note how many months have been used as of current date (Example: "*Mary has used 14 months as of 4/17/14*")
 - (4) If total of all months in any combination of above codes is at least 24 months, the participant is not eligible for a deferment
 - (5) If the total from (iii) above is under 24 months, the participant is

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eligible for this deferment until whichever of the following two happens first:

- The youngest child turns 24 months; or
 - The participant has reached the 24 month limit for this deferment
- (6) Complete form 622 (Deferment Request Child Under Two) and have participant sign. Give copy to participant and keep original in case file.

NOTE: Code 31 (13 week deferment) is available only if the 24 month limit for this deferment has been used, or rarely for a PEP household (see rule 2363 E before granting deferment with this code).

iii. Medical Deferment (see P-2344 B)

iv. Childcare not Available

(1) If a participant states that no childcare is available to them and would like a deferment:

- a) Participant must complete the "Childcare Questionnaire."
- b) Enter "Child Care Search" on FDP as an activity.
- c) On the WORK panel, enter "01" for the participation code.
- d) Participant must complete a childcare search and "Childcare Log" for one week, and return the log after the search.
- e) Meet with participant again after the childcare search to discuss log.
- f) Discuss results of log and "Childcare Questionnaire" with team leader before granting deferment.
- g) Reasons to defer: if the child care does not meet the criteria in rule 2373.3 for acceptable day care. Reasons not to defer: participant doesn't like childcare available or wants to stay home with children

(2) If decision to defer or modify the work requirement is made, set review date on WORK for the amount of time the participant feels he/she needs, but no longer than 60 days.

v. Transportation Not Available

(1) If a participant expresses that no transportation is available to them and would like a deferment:

- a) Participant must complete the "Transportation Survey."
- b) Enter "Arranging Transportation" on FDP as an activity.
- c) On the WORK panel, enter "01" for the participation code.
- d) Participant must work on arranging transportation and keep track of tasks on the "Arranging Transportation Log" for one week, and return the log after the search.
- e) Meet with participant in one week to discuss log.
- f) Discuss results of log and "Transportation Survey" with team leader before granting deferment.

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- (2) If decision to defer or modify the work requirement is made, set review date on WORK for the amount of time the participant feels he/she needs, but no longer than 60 days.

vi. No employment or work activity available

(1) Used in very rare circumstances:

- No CSP available for hours needed, or all sites in area are full; and
- No other countable activities are available at this time; and
- No job search/readiness opportunities available in area (for example, participant is not ready for job search and all employment specialist staff are out)

(2) Discuss with team leader before granting deferment.

(3) Review date should be no greater than 60 days from date of determination

vii. Other Supports Not Available

(1) Used in very rare circumstances, for example:

- Case management staff not available to meet need
- No ESL classes available for non-English speaker

(2) Discuss with team leader before granting deferment.

(3) Review date should be no greater than 60 days from date of determination

viii. Participant at least 20 years old participating in HS Education 25 hours/week

ix. Domestic Violence (See P-2344 A)

3. Choose either a deferment or modification

- i. Modify if the participant is able to complete at least 10 countable hours per week
- ii. Defer if the participant is not able to complete at least 10 countable hours per week

b. Review of Deferment

1. At least three weeks before the review date for the deferment or modification, set up an appointment and send appointment letter to discuss next steps.
2. Follow steps in section a(2) (“Verify need for deferment/modification”) to determine if deferment or modification should be continued, or if a deferment should be changed to a modification

c. Non-Compliance while work requirement is deferred or modified

1. Determine good cause according to rule 2373
2. If no good cause is determined:
 - i. Less than 58 months of countable cumulative assistance:
 - (1) Change participation code to “02”
 - (2) Conciliate if no conciliation within the current calendar year (January to December)

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- (3) Sanction if conciliated (resolved or unresolved) within the current calendar year, and participant has received less than 58 months of countable cumulative assistance; or
- ii. 58 Countable cumulative months of assistance (SPEC C CLOCK shows 58 months):
 - (1) Change participation code to “02”
 - (2) Send appointment letter and talk to participant about impending consequences for continued noncompliance (do not conciliate or sanction)
- iii. 59 months of countable cumulative assistance or more (SPEC C CLOCK shows 59 or more months):
 - (1) Change participation code to “02”
 - (2) Close grant no earlier than the end of their 60th month.